



Vacancy Announcement

Embassy of the United States Of America
Juba, South Sudan

TO: All Interested Candidates (All Sources)	APPROVED BY: Management Officer, Richard J. Peterson.	
FROM: Management Office	DATE: 09/15/2015	No: Juba-2015-POL-31
SUBJECT: Political Specialist		

OPEN TO: All Interested Candidates (All Sources)

POSITION: Political Specialist, FSN 10; FP-AA

OPENING DATE: September 16, 2015

CLOSING DATE: September 30, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): US\$34,106.1 p.a. (Starting salary) (Position Grade: FSN-10);
Not-Ordinarily Resident (NOR): (Starting salary determined by Washington) (Position Grade: FP-AA)

*ALL [ORDINARILY RESIDENT APPLICANTS](#) MUST HAVE THE REQUIRED SOUTH SUDANESE WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. The U.S. Embassy is not able to assist candidates to obtain work/residency permits.

The Embassy of the United States in Juba is seeking to hire an individual for the Political Specialist position in the Political Section.

BASIC FUNCTION OF POSITION

The incumbent is directly supervised by the Political Chief (or acting) in Juba. Incumbent monitors national and regional political developments for the Embassy and facilitates contact between American officials and national, state and county-level officials in South Sudan. Drafts cables and background documents and provides written and oral briefs for officers and principals of the U.S. Embassy in Juba. Assists with planning and program content for official visits by representatives of the U.S. Government. The Incumbent provides work guidance and cross training to one LE Staff Economic Assistant.

A copy of the complete position description listing all duties and responsibilities is available in the [HR Office](#).

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Bachelor's Degree in Political Science, International Relations, Law, History, Journalism and/or In other Social Sciences.

b. Prior Work Experience:

Five years of progressively responsible experience in social science research and analysis, newspaper reporting of political matters, civil society advocacy, university teaching, or closely related field is required.

c. Post Entry Training:

The employee will be required to take a distance learning ethics course.

Depending on prior experience and skill level, s/he may also be encouraged to take supplemental distance learning courses on Working in an Embassy,

Professional Writing, and Communication. S/He will also be encouraged to attend LE Staff Political Tradecraft or other related FSI courses, along with local history or political science courses

d. Language Proficiency (list both English and host country languages proficiency requirements by level (II, III, IV) and specialization (speak/read): English Level IV (Fluent) and Arabic Level IV (Fluent) are required.

e. Job Knowledge:

Excellent knowledge of the host country's political institutions, structure, political parties and system, and historical development. Knowledge of internal Embassy political reporting requirements and procedures. Understanding of State Department and Embassy grants management procedures.

f. Skills and Abilities:

Ability to interpret the needs for press and related coverage of current political developments and to provide analyses proactively. Must be able to maintain contacts at all levels with individuals in the public and private sector. Ability to independently synthesize relevant information from varied sources and prepare timely reports of a factual and analytical nature in precise and accurate form.

- Must possess excellent interpersonal skills.
- Must have good oral/written communication skills.
- Must be able to learn how to use work related software and the internet.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- The candidate must be able to obtain and hold a Background Security Certification.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

- [Universal Application for Employment \(UAE\) as a Locally Employed Staff or Family Member \(DS-174\)](#); **and**
- A current resume or curriculum vitae that provides the same information found on the UAE; **or**
- A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
- Candidates who claim U.S. Veterans preference must provide a copy of their [Form DD-214](#) with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

U.S. Department of State Management Office
U.S. Embassy Juba

Kololo Road
Juba, South Sudan

E-mail: USEmbassyJubaHR@State.gov

E-mail Subject Line: Position Title: **Political Specialist**, Job #: **Juba-2015-POL-31**.

POINT OF CONTACT

USEmbassyJubaHR@State.gov or address a letter to: State ICASS Management Officer, U.S. Embassy Juba, Kololo Road, Juba, South Sudan.

CLOSING DATE FOR THIS POSITION: SEPTEMBER 30, 2015; 17:00 JUBA TIME

The U.S. Mission in Juba, South Sudan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

- **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
- **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen;
 - EFM (see above) at least 18 years old;
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
- **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
- **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM;
- Not on the travel orders of the sponsoring employee;
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

- **Not Ordinarily Resident (NOR)** – An individual who:
 - Is not a citizen of the host country;
 - Does not ordinarily reside (*OR*, see below) in the host country;
 - Is not subject to host country employment and tax laws; and,
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

- **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

[U.S. Department of State Intranet Site](#)

[U.S. Department of State Internet Site](#)

DRAFTED: Jackson L. Charles, Human Resources Assistant
 CLEARED: Richard J. Peterson, Management Officer